



Republic of the Philippines

# COOPERATIVE DEVELOPMENT AUTHORITY

Region III Extension Office – Malikhain St. Cor Mahusay St., Disdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, 20000 Pampanga



Interested applicants may send their applications to

Documentary Requirements (scanned or photocopy):

- Application letter  
*Indicate specific item number & addressed to:*

**MARIETA P. HWANG**  
Regional Director

- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/Resume
- Transcript of Records / Diploma\*
- CSC Eligibility Document\*
- Employment Certificate/s\*
- Training Certificate/s\*
- Most recent performance rating\*\*

*\*Must reflect AT LEAST the credentials that meet minimum qualification standards  
\*\*For government employees*

Applications with incomplete documentary requirements will not be accepted.

## Equal Employment Opportunity Principle

It is the policy of the CDA to strictly adhere to the principles of merit, competence, fitness and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

## NOTICE OF VACANCY

Position Title : **SENIOR COOPERATIVES DEVELOPMENT SPECIALIST**

Item Number : **CDAB-SRCDS-45-2017**

Assignment : **REGION III EXTENSION OFFICE**

Salary Grade : **SG 18 (P 51,304.00)**

Status : **PERMANENT**

### Qualification Standards

Education : **Bachelor's Degree relevant to the job**

Experience : **2 years of relevant experience**

Training : **8 hours of relevant training**

Eligibility : **Career Service (Professional) Second Level Eligibility**

### Duties and Responsibilities of the Position

20%	1. Under the general supervision, assists in the development and implementation of cooperative development programs concerning project and development assistance needed by cooperatives;
5%	2. Recommends cooperative approaches, techniques, guidelines and standards on project development;
10%	3. Collaborates with concerned agencies that can provide technical, professional, marketing assistance including trainings on transfer of technology and giving special concern to agrarian reform, agriculture, fishery and the economically depressed sectors;
10%	4. Coordinates with other government agencies, NGOs and foreign institutions for possible financial and other forms of assistance to promote the viability of cooperatives;
10%	5. Coordinate with the provincial, city, or municipal cooperatives offices the adoption and implementation of national plans, programs and policies of cooperatives development and to establish partnership in the promotion organizations, and development of cooperatives within the jurisdiction of the local government units;
5%	6. Coordinates with research personnel in the formulation of research problems and the utility of research studies evaluation on cooperative operations;
5%	7. Develops and recommends training for the improvement of managerial capabilities of cooperative officials;
5%	8. Reviews and Evaluates Feasibility Studies and Project Proposal;
10%	9. Monitors and assesses the implementation of cooperative projects in the region;
5%	10. Assists in the implementation and monitoring of the Philippine Cooperative Development Plant;
5%	11. Provides technical guidance and exercises supervision over subordinate personnel;
5%	12. Monitors personnel employee productivity and providing construction feedback and coaching;
5%	13. Performs such other assigned from time to time.

Posting Start Date : **March 13, 2025**

Deadline of Submission of Applications: : **March 28, 2025**